



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

FIN INV & FORECASTING PROG TECHN III

Job Number: 20001774

Job Code: 94550V000101

Job Group: 9400 - BUDGET AND FINANCIAL MANAGEMENT

Job Established: 09/16/2003

Job Revised: 05/16/2008

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs economic analyses that impact the investment of state funds and the marketing of state bond issues. Implements the state's investment policies through the execution of daily investments. Performs financial analyses for the design and management of the state's tax-exempt bonds. Maintains elements of the forecasting models of the state for predicting seasonal cash flows and assists with identification of factors used in the models. Provides input in maintaining the computer model and updates in a timely manner; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in economics, business administration, mathematics, public finance, accounting or related field.

EXPERIENCE:

Must have two years of experience with a financial institution, corporation, college, university, state, local or federal government in a financial analysis, economic analysis, tax administration, financial planning, cost analysis, credit analysis or loan analysis, accounting or a related field.

Substitute EDUCATION for EXPERIENCE:

Graduate study in economics, business administration, mathematics, public finance or a related field will substitute for the required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Experience in any of the above areas will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Compiles, evaluates and provides capital market data analyses pertinent to short-term money market instruments and the impact on the state's short-term investment pool and variable rate demand obligations for the traders, portfolio managers and senior debt staff. Manages the Kentucky Bank Repurchase Agreement and Kentucky Asset/Liability Commission variable rate project note programs. Prepares reports for the portfolio manager and management. Compiles, evaluates and provides analyses of projects proposed by the General Assembly as well as state agencies, authorities, corporations, etc. for bond financing and reinvestment of bond proceeds. Makes recommendations to the senior staff concerning project funding. Maintains records and reports relative to the state's investment and debt management programs. Maintains various databases with information updates necessary to run debt and investment management accounting and related programs. Analyzes alternative investment and debt management opportunities available to the office and makes recommendations to senior staff for enhancing the return on state funds. Coordinates the Requests for Qualifications and Proposals processes and serves on various committees. Reviews, analyzes and makes recommendations for developing and revising legislation relative to the state's investment and debt management programs. Serves as staff liaison to state agencies regarding investment and/or debt management programs. Will learn to assist with fine-tuning of the Macroeconomic Model of Kentucky and others in aspects of forecasting to enable the state to demonstrate current figures that also relate to regional and national data.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.